Gmail

jobs Wbproject <jobswbproject@gmail.com>

CV for Office Helper As Per Advertisement

1 message

Stiphnus George <stiphnusgeorge@yahoo.com> Fri, Dec 30, 2022 at 3:16 PM
To: "jobswbproject@gmail.com" <jobswbproject@gmail.com>

Dear Hiring Manager,

I recently have been actively searching for a role that would allow me to put my clerical skills to good use. I have thoroughly enjoyed working in office environments and have found them to be an excellent fit for my strengths in the past. I am organized, efficient and experienced.

Over the course of my working experience, I have been employed in three different office settings. All of them were slightly different in what they dealt with, but my adaptability allowed me to get in the swing of new routines and to learn new office procedures quickly. In the past, I have been in charge of filing paperwork, taking phone calls, and scheduling appointments. With my assistance, office productivity at my last job increased by 25%.

I am familiar with both Apple and Windows computers and am comfortable using both. I'm proficient with the entire Microsoft Office suite and am fully capable of working with programs such as Excel for tasks pertaining to data entry. I have experience with operating a multi-line phone and with transferring calls and placing callers on hold. I'm also experienced with using a variety of graphic design software to create flyers.

The experience that I've mentioned here covers the basics, but there is more that I would love to chat with you about in person. If after reading my resume, you agree that I could be a good fit, feel free to reach out to me at your convenience. I thank you for your time and consideration.

Sincerely,
Stiphnus George

----- Forwarded Message -----
From: Stiphnus George <stiphnusgeorge@yahoo.com>
To: jobs.ficmalir@gmail.com <jobs.ficmalir@gmail.com>
Sent: Wednesday, December 21, 2022 at 12:16:27 PM GMT+5

STIPHNUS GEORGE

RESIDENTIAL ADDRESS	:	House No. 750, Sector B, Street 5, Kashmir Colony, Karachi.
CELL NUMBER	:	0344-3609038
EMAIL ADDRESS	:	stiphnusgeorge@yahoo.com

OBJECTIVE:

Looking for a dynamic and challenging position in a well-reputed Organization to enhance my analytical, managerial, and organizational skills.

ACADEMICS:

Matriculation	2011
Intermediate	2013
BS CS	(continues)

OTHER COURSES:

Certified in MS. Office 2011 (Proficient in operating Microsoft Office)

EXPERIENCE:

- Presently working as a **Junior Assistant** in the **College of Physicians & Surgeons Pakistan**.
- Six Months experience as an **Assistant Administrative in Gateway Enterprises**.
- Two Month experience as a **Customer Service Representative in IBEX Global**.
- One Year experience as a **Corporate Assistant in Baker Tilly Mehmood Idress Qamar, Chartered Accountants**.

WORK PERFORMED:

- Data Entry, Billing and Collection reports.
- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed & Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodation and reservation needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases.

LANGUAGES:

English, Urdu

PERSONAL INFORMATION:

Date of Birth	:	15 August 1994
Marriage Statues	:	Married
Father's Name	:	George Masih
Nationality	:	**Pakistani**
N.I.C No	:	42301-9221799-3

REFERENCE:

To Be Furnished Upon Request.

SERIAL NO 017377

BOARD OF SECONDARY EDUCATION
KARACHI

STATEMENT OF MARKS
S.S.C. EXAMINATION
(FOR SUCCESSFUL CANDIDATES ONLY)

EXAMINATION ANNUAL 2011

ROLL NUMBER 323470

GROUP SCIENCE

NAME STEPHNUS GEORGE

FATHER'S NAME GEORGE MASIH

SCHOOL/PRIVATE SALVATION ARMY SECONDARY SCHOOL
ASAN TOWN ST-6, MEHMOODABAD

SUBJECTS			
COMPONENT-I	MARKS	COMPONENT-II	MARKS
SINDHI SALEES 44 URDU NORMAL 60	104 /150	MATHEMATICS	047 /100
ENGLISH (COMP) PAPER I 46 ENGLISH (COMP) PAPER II 47	093 /150	BIOLOGY THEORY BIOLOGY PRACTICAL	42/85 13/15
PAKISTAN STUDIES	53 /75	PHYSICS THEORY PHYSICS PRACTICAL	55/85 13/15
ETHICS	64 /75	CHEMISTRY THEORY CHEMISTRY PRACTICAL	44/85 10/15

GRAND TOTAL: 538 OUT OF 850

GRADE: B

GRADE IN COMPONENT III
AWARDED BY THE SCHOOL IN

XXXXXXXXXXXXXXX

GRADE: XXXX

DATED: 01-08-2011

Rafia Mallahi
(RAFIA MALLAHI)

CONTROLLER OF EXAMINATIONS

E & O

For Important Notes Please Turn O

Sl.No. Z-32721

Roll No. 323470

بسم اللہ الرحمن الرحیم

Board of Secondary Education, Karachi

Secondary School Certificate Examination, 2011

SCIENCE GROUP

Certified that **STIPHNUS GEORGE**

Son/Daughter of **GEORGE MASIH**

whose date of birth is **FIFTEENTH** **DAY OF AUGUST** one thousand nine hundred **NINETY - FOUR**

has duly passed the Secondary School Certificate Examination held in the month of **APRIL 2011** as a **REGULAR** candidate in the subjects mentioned below and has been placed in GRADE **B** He obtained **538** Marks out of **850**

COMPONENT I	COMPONENT II
SINDHI SALEES	MATHEMATICS
URDU NORMAL	BIOLOGY
ENGLISH	PHYSICS
PAKISTAN STUDIES	CHEMISTRY
ETHICS	

COMPONENT III

He offered XXXXXXXXXX as Vocational Subject and has been awarded grade XXXX by his / her Institution on the basis of Internal Assessment

DATED **10-JULY-2013**

Mrs. Hoor Mazhar
Secretary

Note: This certificate is issued without alteration or erasure.
Please also see on the reverse.

2012 / 225719

BOARD OF INTERMEDIATE EDUCATION KARACHI

H.S.C PART - I & II INTERMEDIATE EXAMINATION (Annual - 2013)

Statement of Marks

Marks Sheet No. 00917042-0

Group PRE-ENGINEERING

Roll No. 715317

Enrolment /Registration No DASK/SE/E-0089/2012

Name STIPHNUS GEORGE

Father's Name GEORGE MASIH

College / Private DEFENCE AUTHORITY SHAIKH KHALIFA BIN ZAYED COLLEGE

Subject	Part I Marks				Part II Marks				Combined				%	Remarks
	Max.		Secured		Max.		Secured		Max.		Secured			
	Th.	Pr.	Th.	Pr.	Th.	Pr.	Th.	Pr.	Th.	Pr.	Th.	Pr.		
URDU NORMAL	100	-	60	-	100	-	51	-	200	-	111	-	55.5	Pass
ENGLISH NORMAL	100	-	48	-	100	-	63	-	200	-	111	-	55.5	Pass
ISLAMIC EDUCATION	50	-	46	-	-	-	-	-	50	-	46	-	92	Pass
PAKISTAN STUDIES	-	-	-	-	50	-	38	-	50	-	38	-	76	Pass
CHEMISTRY	85	15	40	10	85	15	43	14	170	30	83	24	53.5	Pass
PHYSICS	85	15	38	15	85	15	41	14	170	30	79	29	54	Pass
MATHEMATICS	100	-	62	-	100	-	66	-	200	-	128	-	64	Pass

Total	Max Marks I	Secured Marks I	Max Marks II	Secured Marks II	Total Max. Marks	Total Sec. Marks	Over All %	Grade
	550	319	550	330	1100	649	59.00	C
In Words	Six Hundred Forty Nine Only							
Grace/Grade Raised								

E. & O.E.

CONTROLLER OF EXAMINATIONS

Prepared By IT Department

Date : September 12, 2013

DISTRICT SOUTH KARACHI
GOVERNMENT OF SINDH

No.DC(S)/D.BR/
P.R.C No. 9480/13
DATED 10 SEP 2013

FORM "D"

(See Rule L (1) (b)

Form of Certificate of Permanent Residence in the Province of Sindh for Purposes of recruitment to the Public Service of Sindh

PERMANENT RESIDENTIAL CERTIFICATE

I hereby certify that for the reasons given below Mr./Miss./Mrs. STIPHNUS GEORGE S/o. / D/o. GEORGE MASIH has his / her permanent residence in HOUSE,# 750 STREET.5 SECTOR.B KASHMIR COLONY KORANGI ROAD KARACHI here enter name of place **Karachi South** District in the province of sindh.

This certificate is granted for the purpose of recruitment to the public service in Sindh.

(here enter reasons)

ENTITLED TO THIS CERTIFICATE UNDER THE RULES.

C.N.I.C No: 42301-9221799-3

Signed
Name : Additional Deputy Commissioner
Designation : For Deputy Commissioner
Place : South Karachi
Date : **Deputy Commissioner**
Karachi (South)

10 SEP 2013

DISTRICT SOUTH KARACHI
GOVERNMENT OF SINDH
APPENDIX XIV
FORM 'P-1'

No.DC(S)/DB/ 82419 | 13

The Pakistan Citizenship Act, 1951 (II of 1951) and rules made thereunder (Vide Rule23)

CERTIFICATE OF DOMICILE

Where as STIPHNUS GEORGE (In block letters) **S/o - D/o - W/o** GEORGE MASIH (In block letters)

has applied for a certificate of a domicile under the Pakistan Citizen Act, 1951 (II of 1951), alleging with respect to himself / herself the particulars set out below, and has satisfied the under signed that the conditions laid down in section 17 of the act for the grant of a certificate of domicile and fulfilled in the said STIPHNUS GEORGE case.

Now, therefore, in pursuance of powers conferred by the said act and rules that made there undersigned hereby grants to the said STIPHNUS GEORGE this certificate of domicile.

Office of the Deputy Commissioner South Karachi

10 SEP 2013

witness whereof I have subscribed my name this day of

Signed

Name :

Designation : Deputy Commissioner

Place : Karachi (South)

Additional Deputy Commissioner
For Deputy Commissioner
South Karachi

PARTICULARS RELATING TO THE APPLICANT

Full Name Mr./Miss./Mrs. STIPHNUS GEORGE
Father's Name GEORGE MASIH
Address in Pakistan HOUSE,#750 STREET.5 SECTOR,B KASHMIR COLONY KORANGI ROAD KARACHI
Address in country outside Pakistan NIL
Place of domicile Tehsil KARACHI Distt. SOUTH
Date of arrival in the place of domicile SINCE BIRTH 15-08-1994
Married / Single / Widow / Widower SINGLE
Name of wife or Husband
Name of children and their ages

Trade or Occupation STUDENT
Mark of Identification PHOTOATTACHED
C.N.I.C No. 42301-9221799-3

Office of the Deputy Commissioner South

Name :

Designation : Deputy Commissioner

Place : Karachi (South)

Date:

Additional Deputy Commissioner
For Deputy Commissioner
South Karachi

10 SEP 2013